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U. S. DEPARTMENT OF AGRICULTURE

April 10, 1944

FINANCE DIVISION MEMORANDUM NO. 11

Personnel Assignment

As I have indicated in previous memoranda and conversations we are endeavoring (a) to separate staff and line functions, (b) to place all line functions now performed in the Accounting Management Section in the Sections performing the same or related work, (c) to place every employee in the job he or she is best qualified to perform, (d) to classify all personnel in accordance with their duties. In line with this policy we are transferring the voucher, contract, and claims review work and personnel engaged in this work from Accounting Management Section to the Transportation Claims and Suspensions Section. Since the functions of the Transportation Claims and Suspensions will be broadened by this move, we are initiating action to have three new units -- Commodity Claims and Suspension Unit, Storage and Special Services Claims and Suspensions Unit, and Contract and Voucher Control Unit -- added to this Section, and to change the name to Program Contract Accounting Section.

The Organization and Procedure Division will be requested to develop a functional organization chart; the Personnel Division will be requested to classify new positions in accordance with the work performed. At the same time we are taking appropriate steps to establish a Program Accounting Unit within the Accounting Management Section.

The personnel affected by these changes and a brief outline of the functions of the new units are given below.

Commodity Claims and Suspension Unit

Functions: To review and adjudicate all difficult commodity vouchers forwarded to Washington by field offices; to develop standardized commodity voucher audit procedures for all field offices; to correspond with branches, divisions and field offices in order to keep them informed as to auditing requirements, obtain administrative approval of vouchers, etc.; to develop auditing procedure for new programs as the need arises.

Personnel Transferred to this Unit

Edward J. Gouipce
Pearl Twyne
Catherine Crandall
May P. Mowory
Laura Pennington

Storage and Special Services Claims and Suspensions Unit

This Unit will have the same functions as the Commodity Claims and Suspensions Unit except that it will deal with storage and miscellaneous services vouchers.

Personnel Transferred to this Unit

Dana P. Miller
Christopher L. Carry
Bessie L. Waddell
Beulah M. Welch
William J. Ray
Lucie Olivetti

Contract and Voucher Control Unit

Functions: To maintain contract, docket and authorization controls;
to maintain contract, voucher, etc. files.

Personnel Transferred to this Unit

Nettie S. Goss
Bessie Whyte
Evelyn B. Mosby
Bette Cross
Lethia Minor

Accounting Management - Program Unit

Functions: Same as present Accounting Management functions except that the activities of this Unit will be limited to the program accounting field.

Personnel Transferred to this Unit

Edward Frank
Albert M. Ellis
John J. Moriarty
Annie R. Shearin

After Organization and Procedure Division has completed its survey of these activities, organization charts outlining the functions of these Units will be prepared and circulated.

E. G. Benser
E. G. Benser
Chief Fiscal Officer